

VENDOR PAYMENT INFORMATION

INSTRUCTIONS FOR PROMPT PAYMENT OF PURCHASE ORDER

- ◆ You must receive a purchase order for the supplies or services provided.
- ◆ Supplies or services must be provided to the "Ship To" address, Block 6 of the Purchase Order, before payment will be made.
- ◆ Original invoices are required for payment; however, a copy may be accepted if marked **ORIGINAL**. Do not send extra or multiple copies of the invoice. This only delays processing.

A PROPER INVOICE MUST CONTAIN THE FOLLOWING

- ◆ Complete Business Name and Remittance Address, Invoice Number, and Invoice Date.
- ◆ Order Number in Block 3 of the Purchase Order. For extra insurance, also provide the Requisition Number in Block 4.
- ◆ Description, price, and quantity of supplies or services actually delivered or rendered.
- ◆ Shipping and payment terms. Shipping charges in excess of \$100 must be supported by a paid receipt of charges.

BILLING ADDRESS, BLOCK 21 OF PURCHASE ORDER

- ◆ INVOICES MUST BE SUBMITTED DIRECTLY TO THE ADDRESS PROVIDED IN BLOCK 21 OF THE PURCHASE ORDER.
- ◆ Payment will be made as close as possible to 30 days after a proper invoice is received at the designated billing office (see Block 21) or the date the material or service is accepted by the ordering unit, whichever is later.

CUSTOMER SERVICE INQUIRIES

PHONE NUMBER: (757) 523-6940

E-MAIL ADDRESS via INTERNET: CSCALL@fincen.uscg.mil

- ◆ Please refer to the Coast Guard Purchase Order when inquiring about payment status. The information contained in Blocks 3, 4, and 5 of the Purchase Order is required to process your inquiry.
- ◆ A Customer Service representative will respond to your telephone or electronic mail inquiry.
- ◆ If all lines are busy when making a telephone inquiry, please leave a voice message. Your call will be answered as quickly as possible, normally within 24 hours. Please allow the 24-hour processing time before making any additional requests for payment status.



FEDERAL AGENCIES ARE EXEMPT FROM TAXES.






- ◆ The tax exemption number for the U.S. Coast Guard is B-239641.

A Tax Exemption Certificate may be obtained from the issuing office listed in Block 5 of the Purchase Order.

SAMPLE OF TRAILER CARD PROVIDED WITH CHECK

INVOICES ARE NOT RETURNED, CHECKS ARE ELECTRONICALLY PROCESSED

NOTICE TO CHECK RECIPIENT		TREASURY-FINANCIAL MANAGEMENT SERVICE		TFS FORM 3039 [REV]	
VENDOR NAME: J. Q. VENDING CO. INC.			VENDOR I.D. NUMBER 9999999999		
AGENCY NAME AND BILLING ADDRESS: CG FINANCE CENTER CO 1430A KRISTINA WAY CHESAPEAKE, VA 23326		U.S. TREASURY REG. FINANCIAL CENTER: KANSAS CITY, KS			
		CHECK NUMBER 3084-18796970	CHECK AMOUNT \$****496.21	CHECK DATE 11-15-93	
PAYMENT IDENTIFICATION DATA	D-23952755PE123000		I-A789123	\$496.21	
					AGENCY SCHEDULE NUMBER 000V 90271
					AGENCY TELEPHONE NUMBER 804-523-6940
					
PLEASE DIRECT ANY INQUIRIES CONCERNING THIS PAYMENT TO THE ADDRESS OR TELEPHONE NUMBER INDICATED ABOVE.					

 YOUR INVOICE NO. OR ACCOUNT NO.
 REQUISITION NO. FROM BLOCK 4 OF PURCHASE ORDER
 COAST GUARD PAYING OFFICE ADDRESS
 CUSTOMER SERVICE PHONE NO.
 PAYMENT DATE IS USED FOR COMPUTING INTEREST, DISCOUNTS, AND PAYMENT DUE DATE